



STATE OF CALIFORNIA
DEPARTMENT OF GENERAL SERVICES - PROCUREMENT DIVISION

CONTRACT NOTIFICATION

*** NOT MANDATORY ***

CONTRACT NUMBER: 1-06-75-45

DESCRIPTION: PAPER, RECYCLED BOND, ROLL

CONTRACTOR: PAPER DISTRIBUTORS INC

EFFECTIVE DATES: 7/18/2006 THROUGH 7/17/2008

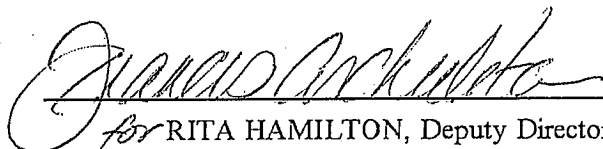
SUPERSEDES CONTRACT NO.: 1-04-75-45

AREA: SACRAMENTO, CA

DISTRIBUTION: FOR EDD USE ONLY

* TAX: Add appropriate sales and use tax.
Exempt from Federal Excise Tax.

*Food contracts are tax exempt.


for RITA HAMILTON, Deputy Director

Use of this agreement by all agencies is not mandatory.

To obtain assistance or report non-compliance by supplier, or for any suggestions or recommendations write:

Department of General Services, Procurement Division, P.O. Box 989054, W. Sacramento, CA 95798-9054,
or call: Contract Administrator, STEVEN KOBAYASHI 916-375-4433

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SUPPLIER ID: 715748
NAME: PAPER DISTRIBUTORS INC
ADDRESS: 1871 ENTERPRISE BLVD
WEST SACRAMENTO, CA 95691

CONTACT: 916-375-0044 MARK ZIMMERMAN
FAX NUMBER: 916-375-1030
TERMS OF PAYMENT: Net
FOB: Destination
MINIMUM ORDER: AS SPECIFIED

SCOPE:

This contract covers the estimated two (2) year requirements of the State of California, Employment Development Department, for PAPER, RECYCLED BOND, ROLL, per State Specification No. 9310-06BS-001 dated April 17, 2006. In addition, this contract contains an option for one additional year. The State and the contractor must mutually agree upon an extension. This contract is non-mandatory.

PRICING:

Pricing may escalate during the contract period. Agency will be notified of any price increase by contract supplement issued by the Department of General Services, Procurement Division.

PRICES/ROLL WIDTHS:

Roll widths will be 8-1/2", 11", and 17", as specified. Base price for each substance weight in white and colors shall apply to all roll widths.

F.O.B. POINT:

All prices shall be F.O.B. destination.

ORDERING PROCEDURE:

Products shall be ordered from the contractor on a Contract/Delegation Purchase Order (Std. 65). At his sole option, the contractor may accept verbal orders. Such orders must be confirmed in writing upon delivery or sooner. By signing and submitting the solicitation, the contractor agrees to accept orders either by facsimile or e-mail transmission.

MINIMUM ORDER:

The minimum order is eight (8) rolls. The minimum per line item must be 2,000 pounds for white and all colors, as well as all roll widths and sub-weights.

DELIVERY:

Initial delivery shall be completed within thirty (30) calendar days after receipt of order by the contractor. The thirty days will not be contingent on mill run dates. Delivery must be made no later than thirty days from date the first order is placed with the contractor. Subsequent deliveries shall be within ten (10) working days after receipt of order.

The Employment Development Department will accept TRUCK deliveries only. Rail cars will not be accepted.

Delivery in refrigerator type rail cars or trucks shall not be acceptable.

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ACCEPTABLE PRODUCTION RUNS:

An under-run of an ordered quantity is not acceptable. An overrun of each line item ordered, up to two percent (2%) of that line item quantity or 1,000 pounds, whichever is less, is acceptable. Quantities in excess of this allowance may be rejected and returned to the contractor at his expense.

WORKMANSHIP/GUARANTEE:

The stock shall be free from defects that will affect its appearance or serviceability. The surface shall be free from lint, fuzz, and glue on roll sides, paper cuts, etc. or any particles which will pick, lift, fluff, or pile in the machines under normal operation conditions.

PACKAGING:

Exterior packaging is to show the contents and the order number. All packaging is to conform to the applicable freight classifications, Surface Transportation Board, and/or postal regulations, and is to be of a quality to assure final delivery without damage to the contents.

Rolls in 11" and 17" width shall be individually wrapped in waterproof wrapping and delivered in standing roll off position without pallet.

8.5" width rolls shall be shipped four (4) rolls per pallet in standing roll off position supported by roll chocks and strapped together to the pallet through the center cores in accordance with Exhibit A.

MARKING INSTRUCTIONS:

Each roll must carry a label on the outer surface of roll. The label shall be marked with date of manufacture, the roll weight in pounds, width, sub weight (basis), roll number, job number, agency name, and agency order number.

Lettering on labels shall be 3/8 inch minimum, printed or stenciled in bold type, with upper case letters.

An explanation of how to read the label shall be submitted to the agency.

CONTRACTOR LOCATIONS:

Contract/delegation purchase orders shall be submitted to:

Company Name: Paper Distributors Inc.
Address: 1871 Enterprise Blvd.
City, State, Zip Code: West Sacramento, CA 95691

Telephone Number: (916) 375-0044
Fax Number: (916) 375-1030

Contact Person: Mark Zimmerman

E-Mail Address: mtz61758@sbcglobal.net

USAGE REPORTS:

The contractor is required to submit a detailed usage report every three months commencing from the date of award to the Procurement Division to the attention of Julie Matthews. This report is to include total quantities per item number, the total dollar amount ordered and the grand total for the three-month period of all orders issued by the using agencies. Invoice copies or list of purchase orders will not fulfill this requirement.

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RECYCLED USAGE REPORT:

State agencies are required to report the purchase of virgin and recycled paper on a fiscal-year basis. The contractor shall supply Procurement Division with a report that identifies each State agency purchasing material from the contract and the dollar amount during the reporting period. In addition to the usage by individual State agencies, the report shall show the total for all State agencies.

This report is due to the Procurement Division two weeks after the report ending dates of January 1, April 1, July 1, and October 1. The first and last report for the term of the contract may be for a partial quarter. The contractor shall indicate the beginning and ending dates for each report.

AUDITS:

Refer to General Provisions, Paragraph 37, "Examination and Audit."

QUANTITIES:

The quantities used for this contract are the estimated two-year requirements and are based on historical data. These quantities do not represent any guarantee of participation, purchase pattern, or rate of consumption. The State will not be obligated to purchase contractor's excess inventory of any standard line item if actual purchases vary from the anticipated purchase pattern.

The State's obligation to pay is solely from funds appropriated for the acquisition of the products on this contract. If funds are not appropriated for future fiscal years, the contract dollar amount will be reduced accordingly. Receipt of a contract delegation order or purchase order under the contract is proof of availability of funds for that order.

ACCEPTABLE PRODUCTION RUNS:

An under-run of an ordered quantity is not acceptable. An overrun of each line item ordered, up to two percent (2%) of that line item quantity or 1,000 pounds, whichever is less, is acceptable. Quantities in excess of this allowance may be rejected and returned to the contractor at his expense.

TECHNICAL ASSISTANCE:

When requested, the contractor shall furnish qualified personnel to assist in solving any problems which may result from the use of this material, at no extra cost to the State.

INVOICING REQUIREMENTS:

Contractor shall render invoices as instructed on each Contract/Delegation Purchase Order (Std. 65). Each invoice shall show the commodity code number, product description, quantity, unit price, extension, contract/delegation purchase order number, and contract number. State sales and or use tax is to be added to each invoice.

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MILL ALLOTMENTS:

If the contractor is placed on mill allotment for the paper(s) covered by this contract, the contractor shall:

1. Immediately notify the State if such allotment effects quantities available for delivery to the State and submit to the State written substantiation from the mill or mills concerned.
2. Submit to the State a schedule by individual item of quantities and delivery times available under the allotment.

On receipt of the above notification, the State may exercise one of the following options:

1. Accept the terms of the allotment.
2. Cancel the contract.
3. Accept the terms of the allotment, but purchase quantities not available under the allotment from non-contract sources.

SPECIFICATIONS:

All products must comply with State of California Bid Specification No. 9310-06BS-001 dated April 17, 2006.

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ITEM NO.	COMMODITY NO.	SUPPLIER NO.	UNIT	DESCRIPTION	UNIT PRICE
1	9310-999-0120-9	715748	HW	<u>BRAND: GRAYS HARBOR</u> PAPER BOND ROLLSTOCK (AS DESCRIBED) (AS DESCRIBED) Paper Diameter: 40" +/- 1/2" Paper Width: 11" Paper Weight: 24# Core Diameter: 3"	52.0000
2	9310-999-0120-9	715748	HW	PAPER BOND ROLLSTOCK (AS DESCRIBED) (AS DESCRIBED) Paper Diameter: 40" +/- 1/2" Paper Width: 17" Paper Weight: 20# Core Diameter: 3"	52.0000
3	9310-999-0120-9	715748	HW	PAPER BOND ROLLSTOCK (AS DESCRIBED) (AS DESCRIBED) Paper Diameter: 40" +/- 1/2" Paper Width: 17" Paper Weight: 24# Core Diameter: 3"	52.0000

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ITEM NO.	COMMODITY NO. SUPPLIER PART NO.	SUPPLIER NO.	UNIT	DESCRIPTION	UNIT PRICE
4	9310-999-0120-9	715748	HW	PAPER BOND ROLLSTOCK (AS DESCRIBED) DESCRIBED) Paper Diameter: 50" +/- 1/2" Paper Width: 8.5" Paper Weight: 20# Core Diameter: 6"	61.0000
5	9310-999-0120-9	715748	HW	PAPER BOND ROLLSTOCK (AS DESCRIBED) (AS DESCRIBED) Paper Diameter: 50" +/- 1/2" Paper Width: 8.5" Paper Weight: 24# Core Diameter: 6"	61.0000
6	9310-909-0005-1	715748	VA	PAPER-DGS/PROCUREMENT USE ONLY	VARIABLE

FOR DATA ENTRY USE ONLY



STATE OF CALIFORNIA

Bid Specification
Employment Development Department
(EDD)

9310-06BS-001

Paper, Bond, Roll
Recycled Post Consumer Material

1. Scope

This specification covers standard commercial grade bond paper, contains recycled post consumer material for the Employment Development Department (EDD). The stock is intended for copying and printing operation. Current equipments are: 1) Apollo Didde and Super Web for offset printing. 2) Docutech Rollsystem, Xerox Dp180 and Xerox 4635 for the high speed printing.

2. Applicable Specifications

Specifications and standards referenced in this document in effect on the opening of the Invitation for Bid form a part of this specification where referenced.

3. Requirements

3.1. The paper roll stock shall have a minimum content of 30 % of fiber weight of post-consumer materials.

3.2. The paper shall comply to the table below:

Criteria Description	TAPPI Test Method	Requirement
Basis Weight (25"X38"/500')(*±5%) *Average of shipment not to exceed target basis weight	T 410	20 lb (75 g/m ²) 24 lb (90 g/m ²)
CALIPER	T-411	3.8 mils (minimum)
SMOOTHNESS(Sheffield)	T-538	100 (minimum) 190 (maximum)
BRIGHTNESS (± 4.0%)	T-452	88%
OPACITY (± 2.5%)	T-425	88% (20 lbs) 89% (24 lbs)
PICK RESISTANCE (Wax Pick)	T-459	12 (minimum)
STIFFNESS (Taber)	T-489	MD 1.9 (minimum) CD 0.8 (minimum)
MOISTURE (% by weight)	T-412	4.2%-5.0% (Max)
POROSITY (Gurley)	T-460	12 Sec (minimum)
Hydrogen Ion Concentration (Cold Extraction)	T-509	pH 5.5 (min) Type III

4. Configurations

Item No.	Paper Diameter	Paper Width	Paper Weight	Paper Type	Core Diameter
1	40" \pm 1/2"	11"	24#	White Bond	3"
2	40" \pm 1/2"	17"	20#	White Bond	3"
3	40" \pm 1/2"	17"	24#	White Bond	3"
4	50" \pm 1/2"	8.5"	20#	White Bond	6"
5	50" \pm 1/2"	8.5"	24#	White Bond	6"

- 4.1. Each roll will be allowed a maximum of two (2) splices. Splices are to be made with a water-soluble heat sealed tape. *Splices shall be marked with an arrow on the roll edge.* Splice markers, which fall out as the roll unwinds, are not acceptable.
- 4.2. Rolls shall be coiled felt side out and stenciled showing unwind direction on both the roll and the wrapper.

5. Performances

5.1. Paper Performance

The paper shall process through the agency's equipment without requiring unusual adjustments to the equipment or additional infeed/tension or other control devices to be added to the equipment. The paper shall not increase maintenance to or damage the equipment due to out-of-spec conditions.

5.2. Contractor Performance

The supplier shall provide technical support for paper supplied. The supplier shall respond to telephone requests for support within eight (8) working hours and shall arrange for onsite support within three (3) working days when requested. The supplier shall be liable for any damage to print or press equipment or loss of production time caused by non-compliant roll stock.

Palletizing 8.5" Roll Stock
Paper 20 lb or 24 lb
For Delivery to EDD Warehouse

